



# REPTON

## PRINCIPAL DEPUTY HEAD

For September 2025



Saxton Bampfylde



## Contents

WELCOME FROM THE HEADMASTER	PAGE 3
AN INTRODUCTION TO REPTON SCHOOL	PAGE 4
A GLOBAL FAMILY OF SCHOOLS	PAGE 6
THE ROLE	PAGE 7
KEY AREAS OF RESPONSIBILITY	PAGE 8
CANDIDATE QUALITIES	PAGE 12
TEACHING AT REPTON	PAGE 14
IN AND AROUND REPTON	PAGE 15
INFORMATION FOR CANDIDATES	PAGE 16



## Welcome from the Headmaster

Following Ashley Currie's appointment to the Headship of Ashford School, we seek an outstanding Principal Deputy Head to start in September 2025.

The Principal Deputy Head reports directly to the Headmaster/CEO of the Repton Family of Schools and is responsible for the smooth running of the School and the day-to-day management of the Senior Management Team.

This high-profile position offers an exciting and rare opportunity to oversee the school's day-to-day operations and contribute to the strategic development and growth of the Repton Family of Schools.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and the Repton Family of Schools now has five schools in the UK (Repton, Repton Prep, St Wystan's, Vinehall and Marlborough House) and schools in Dubai (2), Abu Dhabi (2), China, and Egypt, with plans to open further schools over the next few years.

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first.

We are a school with ambition and purpose, eager to employ and reward teachers who share our values and aims. Accommodation will be provided, and with a commitment to invest in the professional development of our staff, a generous fee-remission scheme and continued participation in the Teachers' Pension Scheme, Repton is a very attractive place to work.

I hope very much that you will read this document with interest, and I encourage you to apply.



**Mark Semmence**  
**Headmaster**





## An Introduction to Repton

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7<sup>th</sup> century Anglo-Saxon Benedictine abbey and latterly a 12<sup>th</sup> century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and the Arch. The latter is all that now remains of the Priory's original gatehouse, and which helped inspire the School's motto: *porta vacat culpa*.

The School has over one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).





Academic standards are high and creative activities, including music, art, drama and design, flourish. The School has a national profile in sport, in particular in football, hockey, cricket and swimming. Our pupils thrive both in and out of the classroom and they develop the skills, qualities and values that will lead to a successful life.

Whilst Repton is undoubtedly modern in terms of practice and outlook, the traditional values of encouraging pupils to aim high whilst showing respect for all are still of utmost importance. The School continues its strong educational vision, recognising the importance of offering a Repton education to potential pupils from all backgrounds by providing scholarships and bursaries in a wide range of subjects. The School's considerable strengths were recognised in the excellent 2024 ISI Inspection. The inspectors judged that Repton pupils 'achieve highly and make excellent progress across the wide range of academic and extra-curricular opportunities available to them'.

Repton and Repton Prep have always enjoyed a very close relationship and in 2020, Repton Prep (formally Foremarke Hall) and Repton School, became a through-school.







## A Global Family of Schools

Repton was one of the first British schools to establish overseas schools, establishing Repton School Dubai in 2007. The development of a community of international schools is key to Repton's future vision.

Currently, Repton has schools in Dubai (2), Abu Dhabi (2), China, and Egypt, with plans to open four more over the next few years. These schools sit alongside the growing number of UK-based schools: Repton, Repton Prep, St Wystan's, Vinehall, and Marlborough House.

The additional income generated by our overseas schools provides financial support, enabling Repton to select pupils simply on merit and without regard to their parents' financial means and to invest in future capital expenditure projects.





## Principal Deputy Head: The Role

The Principal Deputy Head deputises for the Headmaster in his absence and reports directly to him.

The Principal Deputy Head is accountable to the Headmaster for all the school's day-to-day operations and for ensuring the good order of the community. The Principal Deputy Head will also be responsible for the day-to-day management of the Senior Management Team.

The Principal Deputy Head is expected to understand the nexus of organisations that can positively impact pupil development and will deploy them to the best effect in the School. The Principal Deputy Head is key to ensuring the staff are motivated, engaged, trained, and competent and feel supported in the delivery of their accountabilities.

The role has a procedural element. The Principal Deputy Head needs to ensure the School is compliant with regulations, manages risk effectively, and is found to be outstanding in inspections.

The Principal Deputy Head is a member of the Senior Management Team and is expected to contribute to wider school matters. The Principal Deputy Head is also expected to teach a reduced timetable within an academic department.

This is a residential post, and the Principal Deputy Head is expected to be highly committed to wider School life, including regular attendance at School events in the evening and at weekends. The Principal Deputy Head is expected to teach a reduced timetable and make a full contribution to the pastoral and extracurricular life of this busy boarding and day School. The Principal Deputy Head will also be expected to be available for School detention and Saturday night duties.

This job description provides a guide to and general description of the duties and responsibilities of the Principal Deputy Head and may be amended. It is not exhaustive and therefore the Principal Deputy Head should be willing to undertake any other related tasks, as may be reasonably required by the Headmaster.







## Key Areas of Responsibility

### Strategic Development

- Working with the Headmaster, identify, develop and lead on implementation of strategic initiatives and priorities.
- Contribute to and oversee the implementation of the School's Development Plan.
- Be a visible, prominent and approachable presence in the organisation, articulating the vision of the School.
- Play an important role within Repton's family of schools by undertaking Quality Assurance Visits (QAVs) both in the UK and abroad.

### Leadership

- Deputise for the Headmaster in his/her absence.
- Lead the Senior Management Team on a day-to-day basis.
- Co-Chair the weekly Through School Senior Management meeting.
- Attend meetings of the Governing Body and all associated sub-committees, contributing to and presenting reports as required.
- Advise the Headmaster on matters pertaining to safeguarding (with Deputy Head Safeguarding), risk management, pastoral provision (with the Deputy Head Pastoral), academic provision (with the Deputy Head Academic), the co-curricular programme with the Assistant Head (Co-Curricular), and the operations and discipline of the school (with the Deputy Head, Organisation and Behaviour).
- Provide professional support and advice to the Headmaster on issues affecting the School and the sector.
- Uphold professional standards across the School.
- Work closely with the operational leadership of the School.







## School Organisation

- Oversee the day-to-day running of the School including routines, rotas and schedules that govern the School day.
- Oversee the School calendar.
- With the Director of Safeguarding Compliance, take responsibility for educational visits and be the emergency contact for trips and excursions.
- Plan, oversee and implement INSET throughout the year.
- Oversee the review and updating of School policies and contribute to the maintenance of the Code of Conduct.
- Assist in the appointment process and management of the School Prefects and Heads of School.
- Working with the Deputy Head (Organisation and Discipline), organise, oversee and delegate where necessary the successful execution of major school events, including but not limited to assemblies, chapel services, Speech Day, parent events/meetings and ad hoc public occasions.





## Behaviour and Safeguarding

- Setting and communicating the behavioural values, expectations, potential consequences and systems to pupils, staff and parents.
- Working with the Deputy Head (Operations and Discipline) to oversee the discipline of both pupils and staff.
- Train existing and new staff and work with the Deputy Head (Pastoral) to produce regular behavioural analyses for Housemasters/mistresses and the SMT.
- Working closely with the DSL and Deputy DSLs, assist in the Safeguarding management of the School.
- Working with the Deputy Head (Pastoral) to maintain a major sanction log.

## Complaints

- Oversee and manage all internal and external complaints whilst keeping precise and accurate records.
- Present complaint updates to the Governing Body.

## Staffing

- Working with the Deputy Head Academic and SMT, develop, implement and maintain an effective appraisal system for academic staff.
- Assist with the appointment of staff and in the development of job descriptions as required, working with the relevant Senior Management Team member(s).
- Working with the Senior Management Team, develop leadership and management skills in other staff, identifying future talent and ensuring effective succession planning for emergency and long-term purposes.
- Working closely with the Deputy Head Pastoral and wider SMT, take responsibility for the provision of house tutors.







## Marketing, Admissions and Communication

- Support the Headmaster with internal and external relations.
- Oversee the content and production of School communication and documentation.
- Ensure that parents receive regular information on the progress of their children and communications on any other relevant matters affecting the school.
- Assist with the preparation of marketing materials (digital, online and print) as required.
- Meet prospective parents and pupils when required and participate in pupil recruitment activities.
- Be the Senior Management Team liaison with the Marketing Team to ensure a coherent and current exchange of information.

## Regulatory Compliance

- Understand the regulations that the School has to comply with and ensure that the School is regulatory compliant.
- Undertake an annual audit of regulatory compliance (or whenever is necessary).
- Have overall responsibility for all School policies. The policies must be up to date, compliant and on the website.
- Inform all staff to help them conform to best practice.
- Lead the School in the preparation and management of inspections.
- Take responsibility for the production and annual updating of the Self-Evaluation Form and Development Plan.
- Be aware of Health and Safety issues in so far as they impact upon the staff and pupil body, and, in conjunction with the Director of Facilities and Services, identify and address key areas of risk management.





## Candidate Qualities

### Skills required:

- Previous experience and/or demonstrable skills which will inspire confidence in staff, pupils, parents and the wider community.
- Ability to lead others effectively with intelligence, wisdom and energy, and to work well as a member of the SMT.
- Gravitas, trustworthiness and an unwavering commitment and loyalty to the future direction of the School.
- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.
- Ambition for the School in both everyday and strategic matters.
- Initiative and imagination, with the vision and ability to inspire others.
- Ability to take tough decisions and communicate them effectively.
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.
- Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management.
- Effectiveness and energy in instigating and implementing change.
- Able to see through complex strategies from concept to conclusion.
- Able to maintain a high work rate, thrive under pressure, and to juggle a range of tasks and issues at the same time.
- Excellent written and spoken English.
- Sufficient numeracy to interpret statistical data, and manage budgets.
- An eye for detail and an appreciation of the legislative and compliance framework for independent schools.

### Qualifications/Attainment:

- An honours degree from a good university

### Knowledge base:

- A solid understanding of UK independent schools and expectations of these schools by their key stakeholders.
- An awareness of recent important national educational developments.
- A clear understanding of recent developments in academic, safeguarding and pastoral provision in schools.





### **Experience:**

- Successful teaching experience at secondary level.
- Successful boarding experience.
- Some experience of effectively managing a range of different stakeholder groups.

### **Attitude/Approach:**

- A sensitivity to the needs of young people, staff and parents.
- Personal integrity, honesty, energy, stamina, enthusiasm.
- A willingness to give generously of their time to support School events and activities.
- Commitment to personal development and life-long learning.





## Teaching at Repton

The School is committed to employing and rewarding teachers who share its ambition, its aims and its values. This will be reflected in a highly attractive remuneration package as well as the investments in both staff and facilities.

The School will provide accommodation in connection with this position.

### Full-time teachers also benefit from:

- The option to participate in the Teachers' Pension Scheme or another scheme.
- An attractive fee-remission scheme
- Free membership of Repton's Sport Centre

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12th century Augustinian Priory, but following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics and PE Block.

A new Sports Centre including two full sports halls, a gym, a strength and conditioning suite, swimming pool, hospitality and reception suites and a café, was opened in November 2019.

Teachers work in well-equipped, spacious classrooms. All teachers are tutors in boarding houses and contribute to the extracurricular life of the School. This helps to develop the collegiate and purposeful atmosphere which is valued so much by staff at Repton.

The School is committed to the professional development of its staff so that they can continue to grow as teachers and educators and invests significantly in this.







## In and Around Repton

### The Repton Village community

Repton village itself is a thriving community. The village contains a number of shops, pubs, restaurants and takeaways. It also has its own Post Office and a butcher's shop.

There is an active village hall community which has its own community run café. In addition, Repton School has its own café at the School Sports Centre.

### Places of Interest

Repton is situated in the heart of Derbyshire on the northern edge of the National Forest area in rolling countryside. There are many places for walking locally and the Peak District and White Peak area are within easy reach of the village. There are also a number of National Trust properties close by. Places of National interest, such as Chatsworth House, are less than an hour away by car.

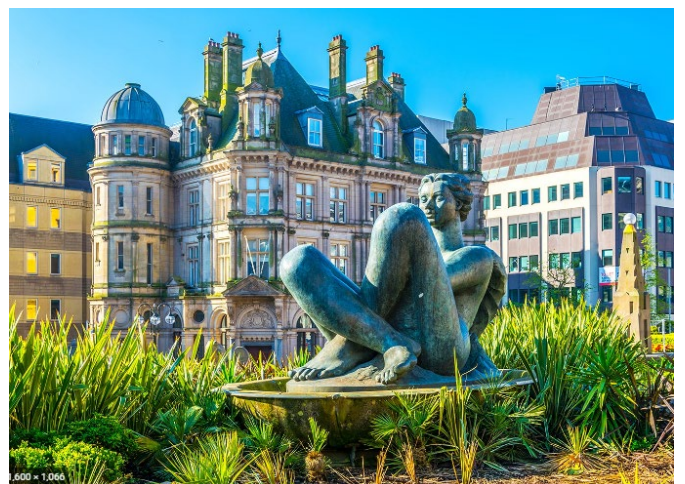
### Transport Links

Both Derby and Burton-on-Trent have train stations which allow for fast connections to major cities. This includes direct trains from Derby to London. Lichfield Trent Valley also has a direct line to London.

There are also excellent links to local airports, including East Midlands and Birmingham.

### Close to Major Cities

Repton is within easy reach of a number of major cities. These include Birmingham, Derby, Nottingham and Leicester.





## Information for Candidates

Saxton Bampfylde Ltd is acting as an employment agency advisor to Repton on this appointment.

Candidates should apply for this role via [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code TBRUA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

\*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

The key dates for this process are as follows:

- Saxton Bampfylde longlist interviews: w/c 27 January
- First round interviews: w/c 10 February
- Final round interviews: w/c 24 February

In accordance with the Children Act any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

### **Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.**

*Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.*





# REPTON

Repton · Derbyshire · DE65 6FH